

# CSU, Fresno Graduate Handbook

## Criminology Department

### *Welcome to the Graduate Criminology Degree Program!*

We are pleased that you selected us and we hope that while here you take advantage of everything Fresno State, the discipline of Criminology, our faculty, and the College of Social Sciences and the Division of Graduate Studies has to offer. This is a teaching and learning environment that rewards dedication to those individuals who work diligently to improve their critical thinking, writing, and research skills.

Our objective with this handbook is to state as clearly as possible what you may expect from us and what we expect from you. Please recall that in this Graduate Handbook there are policies that are determined by California State University and the Criminology Department that may not be negotiable. It is important that you read through this handbook and ask for clarification if necessary.

This handbook is one source of information. The Division of Graduate Studies <http://www.csufresno.edu/gradstudies/> has numerous resources for you and is pivotal to providing you information about deadlines and expectations. Please go to their site on a regular basis to remain current. It is the ultimate responsibility of the student to meet deadlines, fulfill requirements, and complete their work.

Students appear to do well when they select a mentor who is available and willing to work with them to advance the student's study and research. It is important that the student select a mentor with similar interests.

I look forward to meeting with all of you and wish you well in your graduate studies.

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## **MASTER OF SCIENCE IN CRIMINOLOGY**

The Graduate Degree in Criminology provides a theoretical core in the field of criminology, while permitting students to pursue specialized areas of interest or continuation of their education. The graduate program is designed to prepare students for service and professional positions in agencies serving the criminal justice system and behavior related fields.

The graduate program is also a foundation for a variety of occupations including in-service education, administrative education and management, community college teaching, counseling, consultation, doctoral studies, and research. Since offering our first graduate criminology course in 1957, the Masters in Criminology at Fresno State has become the most comprehensive graduate program in the discipline between Sacramento and Los Angeles. It is an advanced program that now draws students from all over the United States.

### **Application Process**

- Complete the University online application found at [www.csumentor.edu](http://www.csumentor.edu).  
<http://www.csumentor.edu/AdmissionApp/>.
- Admission to the Department of Criminology Graduate Program.  
[http://www.csufresno.edu/criminology/degrees\\_programs/documents/CrimApplicationforGraduateStudy.pdf](http://www.csufresno.edu/criminology/degrees_programs/documents/CrimApplicationforGraduateStudy.pdf). Application to the Department is made through **CSU Mentor**.
- Completion of a minimum of 30 units of course requirements.
- Completion of the "culminating experience" (thesis, project or a comprehensive examination).
- Admission to graduate standing is prerequisite to admission to the Department of Criminology Graduate Program.
- Note: A **University Graduate Admission Application** must also be completed and submitted. This is in addition to the application that is required for admission into the Criminology Graduate Program.

### **Admission to the Department**

- A baccalaureate degree from an accredited institution with a grade point average (GPA) of at least a 3.0 (on a 4-point scale).
- A baccalaureate degree within the last five years, and prerequisite course work with a minimum grade of "B."
- The following courses are considered undergraduate prerequisites for entry into the Criminology Graduate Program, and may not be used toward the master's degree:
  - CRIM 100: Criminology
  - CRIM 102: Criminal Justice Organization and Management

- CRIM 117: Criminal Legal Process
- CRIM 170: Research Methods
- Completion of the general aptitude portion of the Graduate Records Examination (GRE). We require that the general aptitude portion of the GRE be taken prior to a student being admitted into graduate criminology course work, or graduate status.
- A completed Application for Graduate Study for the Criminology Program at CSUF.
- Three completed recommendation forms ([see graduate studies forms](#)) for Graduate Study in Criminology.
- A personal essay.
- An interview may be required by the Criminology Graduate Committee.

### **Program Requirements**

Completing a Master of Science Degree at CSUF involves six major steps. These are listed below:

1. Admission to graduate studies at CSUF.
2. Admission to the Department of Criminology Graduate Program.
3. Successful completion of the Graduate Writing Requirement
4. Advancement to candidacy.
5. Completion of 15 credits of core Graduate Criminology courses plus 12 elective graduate credits, and
6. Completion of a thesis (CRIM 299) or project (CRIM 298) (Plan A).  
OR  
Successful completion of the Departmental Comprehensive Examination (Plan B).

## **Graduate Writing Requirement Policy Master of Science Degree in Criminology**

In keeping with the California State University, Fresno's Graduate Writing Requirement, all students in the Master of Science Program in Criminology must demonstrate competence in written English prior to applying for advancement to candidacy. Students will have the opportunity to demonstrate writing proficiency with CRIM 200, Research Methods in Criminology, one of the required core courses for the program. The Criminology faculty recognizes the importance of having students demonstrate writing competence early in their programs. Accordingly, Criminology graduate students, those not accepted under a "conditional status." will be advised to complete CRIM 200 during the first or second semester of program enrollment. Students admitted to the Criminology graduate program under "conditional status" must complete two core courses their first semester and satisfactorily complete the writing exam.

### **Overview**

Candidates for the Master of Science Degree in Criminology will meet the University requirement for demonstrating graduate-level competence in written English by satisfactory completion of a scholarly preparation of a research paper related to area of criminology. This paper will be completed as part of the course requirements for CRIM 200, Research Methods in Criminology. Writing competency will be assessed using a 4 point scoring scale. To demonstrate competency, the student must score 3 or higher in each of three areas: Style and Format; Mechanics; and Content and Organization. The writing sample will be evaluated by graduate faculty. Inability to demonstrate competence will necessitate remediation which may require (but not limited to) additional course work, experiences in the Writing Center, tutoring and/or independent study. The student must demonstrate writing competence to be advanced to candidacy.

### **Writing Requirement**

As one of the requirements for CRIM 200, each student is assigned to prepare a major research paper (**2000 words**). In the paper, the student will review current literature covering the theoretical foundations, research findings and applications related to a criminological area. The student's writing should demonstrate:

- Comprehensibility;
- Clear organization and presentation of ideas;
- An ability to arrange ideas logically so as to establish a sound **scholarly** argument;
- Thoroughness and competence in documentation;

- An ability to express in writing a critical analysis of existing scholarly/professional literature in the study area of interest; and
- An ability to model the discipline's overall style as reflected in representative journals.

The attached Scoring Scale has been developed to provide guidance to students and faculty alike. The student will receive a score on each of the three sub-scales; Style and Format, Mechanics, and Content and Organization. Score will range from 1 to 4 with the following designations:

- 4 – Exemplary
- 3 – Accomplished
- 2 – Developing
- 1 – Beginning

In order to demonstrate writing proficiency, the student must receive a score of 3 or higher in each area. As successful completion of this requirement will only be one component of the course evaluation, the student may pass CRIM 200 while failing the Graduate Writing Requirement or visa versa.

### **Faculty Evaluation of Writing Proficiency**

The instructor of CRIM 200 will be the primary evaluator of each student's writing. When the instructor determines that the student meets the criteria (achieves a score of 3 or higher in each area of the scoring scale), the process will be considered completed. For each section of CRIM 200, the instructor will forward to the program coordinator a list of the students enrolled and the status of their writing competence.

If the instructor believes the student's writing to be deficient in one or more areas, it will be referred to the Graduate Review Committee and evaluated by the committee as a whole. **This review process may take up to ten working days.** The Review Committee will consist of two graduate faculty in addition to the instructor. A simple majority vote of the committee will be considered final. If the committee determines that the student meets the criteria, the process will be considered completed and the chair of the committee will notify the program coordinator that the student has demonstrated writing proficiency.

If the reviewers determine that the student has not demonstrated competence in written English, the student will have two options. They may choose to re-do the paper for resubmission without engaging in any remedial efforts. The resubmission will be graded by the Review Committee and if a simple majority decides the paper meets the writing skills requirement, the requirement has been met. However, the student may elect to take advantage of recommended alternatives to remediate their writing skills.

The student's decision must be communicated to the Review Committee in writing within five working days.

***The student shall read all the alternatives available as noted in the Graduate Student Handbook and the Graduate Studies webpage (<http://www.csufresno.edu/gradstudies/>). Remediation may require (but not be limited to) additional course work, experiences in the Writing Center, tutoring, library research, and/or independent study. The methods selected by the student shall be placed in writing and submitted to the Review Committee, the Graduate Coordinator, and the graduate student's mentor if so designated by the student. Remediation will be determined in conjunction with the Review Committee and monitored by the Graduate Coordinator and the student's mentor.***

A graduate student requiring writing remediation must meet and fulfill the graduate writing requirement within 90 days and present the new paper to the Review Committee for evaluation. It remains the student's responsibility to complete remediation in a timely manner. If the process carries over to the next semester, the student may matriculate into graduate classes but may not take any core courses that might move the student towards candidacy. Under no circumstances should the student consider the second semester as a sign that the writing requirement has or will be met.

If the Criminology Department appeal process for the writing skills assessment has been completed and the committee decision is unfavorable, the student may request a further appeal through Student Affairs.



<b>Scoring Scale –MS Writing Requirement, MS in Criminology</b>			
<u>Scoring Level</u>	<u>Style and Format</u>	<u>Mechanics</u>	<u>Content and Organization</u>
4 - Exemplary	In addition to meeting the requirement for a “3,” the paper is consistent with APA throughout. Models the language and conventions used in related scholarly/professional literature. Would meet the guidelines for an APA publication.	In addition to meeting the requirements for a “3,” the paper is essentially error free in terms of mechanics. Writing flows smoothly from one idea to another. Transitions help establish a sound scholarly argument and aid the reader in following the writer’s logic.	In addition to meeting the requirements for a “3,” excels in the organization and presentation of ideas related to the topic. Raises important issues or ideas that may not have been represented in the literature cited. Would serve as a good basis for further research on the topic.
3 - Accomplished	While there may be many minor errors, APA conventions for style and format are used consistently throughout the paper. Demonstrates thoroughness and competence in documenting sources; the reader would have little difficulty referring back to cited sources. Style and format contribute to the comprehensibility of the paper. Models the discipline’s overall journalistic style.	While there may be minor errors, the paper follows normal conventions of spelling and grammar throughout. Errors do not interfere significantly with comprehensibility. Transitions and organizational structures such as subheadings are used that help the reader move from one point to another.	Follows all requirements for the paper. Topic is timely and carefully focused. Clearly outlines the major points related to the topic; ideas are logically arranged to present a sound scholarly argument. Paper is interesting and holds the reader’s attention. Does a creditable job summarizing related literature.
2 - Developing	While some APA conventions are followed, others are not. Paper lacks consistency of style and/or format. It may be unclear which references are direct quotes and which are paraphrased. Based on the formation provided, the reader would have some difficulty referring back to cited sources. Significant revisions would contribute to the comprehensibility of the paper.	Frequent errors in spelling, grammar (such as subject/verb agreements and tense), sentence structure and/or other writing conventions make reading difficult and interfere with comprehensibility. Writing does not flow smoothly from point to point; lacks appropriate transitions.	While the paper represents the major requirement, it is lacking in substantial ways. The content may be poorly focused or the scholarly argument weak or poorly conceived. Major ideas related to the content may be ignored or inadequately explored. Overall, the content and organization needs significant revisions to represent a critical analysis of the topic.
1 - Beginning	APA conventions are not followed. Fails to demonstrate thoroughness and competence in documentation. Lack of appropriate style and format make reading and comprehensibility problematic.	Paper contains numerous errors in spelling, grammar, and/or sentence structure that make following the logic of the paper extremely difficult.	Analysis of existing scholarly/professional literature on the topic is inadequate. Content is poorly focused and lacks organization. The reader is left with little information about or understanding of the paper’s topic.

### **Completion of Required Course Work**

Under the direction of a graduate adviser, each student prepares and submits a coherent program individually designed within the following framework:

Required core Criminology Graduate Courses (200 series)	15 credits
Graduate elective courses in Criminology or related fields (200) (minimum)	12 credits
Thesis/Project/Examination	3 credits
TOTAL (minimum)	30 credits

\*\*Under special circumstances and with written permission of the graduate coordinator a maximum of six undergraduate upper division units may be allowed

### **Project/Thesis/Comprehensive Examination:**

#### **The Comprehensive Examination**

One culminating experience students in the MS program in Criminology may select is a comprehensive examination. Students choosing the comprehensive exam must be advanced to candidacy before registering for the exam. Please note that it is university policy that once a student officially registers for one of the three culminating experiences the culminating experience chosen **cannot** be changed. One cannot move to another culminating experience if they fail the examination.

Criminology students should complete the graduate core courses before taking the examination. Students should be prepared to study for the exam from 3 to 6 months. **The comprehensive exam may only be taken two times.** The examination takes place over a two-day period and is proctored in one of the university's computer labs.

#### ***Examination Scheduling***

The exam is offered in the fall and spring semesters. The date will change but students can expect that it will be toward the end of the semester but well before finals. The examination requires a day and a half to complete. If a student is taking the exam or a portion of the exam for a second time, they may leave after they have completed their questions.

### ***Grading***

**Students may take the exam two times.** Two members of the faculty grade each question separately. The points earned per question remain with that specific question. Thus, “extra points” or “left over points” may not be transferred to a second attempt. Each comprehensive examination section must be answered and the graded answers and points remain with the graded examination. Thus, a student may not transfer “extra points” to a second attempt. A minimum of 30 points is required to pass the examination.

Student’s written work must meet university writing standards. Poorly written answers will lose points. Students must be careful to cite work that is not theirs and if they cannot recall dates or names, note that information in parenthesis.

### ***Preparation***

Students should expect to study for a minimum of six months prior to the exam in order to pass the exam. CRIM 295 is offered to students for preparation. Students are reminded that it is ultimately up to them to meet with faculty to determine possible areas of review. Subjects on the examination are Foundations, Administration, Law, Methods, and Theory. Students are highly encouraged to meet with a study group, share notes, and collaborate with their colleagues.

### **The Project (298)**

A project is a significant undertaking of a pursuit appropriate to the fine and applied arts or to professional fields. It must evidence originality and independent thinking, appropriate form and organization, and a rationale. It must be described and summarized in a written abstract that includes the project’s significance, objectives, methodology, and a conclusion or recommendation. An oral defense of the project may be required.

- A project reflects applied field research or creative effort, often suited to the student’s individual and/or professional goals.
- A project allows application of technical skills and knowledge with a practical emphasis.

The project varies with program requirements. ([refer to section K in the \*Graduate Coordinator’s Handbook for paperwork, eligibility, deadlines, and procedures\*](#))

## **The Thesis (299)**

A thesis is the written product of the systematic study of a significant problem. It clearly identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished product must evidence originality, critical and independent thinking, appropriate organization and format, clarity of purpose, and accurate and thorough documentation. Normally, an oral defense of the thesis will be required.

Critical and independent thinking should characterize every project. Mere description, cataloging, compilation, and other superficial procedures are not adequate.

- The thesis is a highly structured document resulting from original student research.
- The thesis investigates specific, well-defined questions or issues, frequently forming hypotheses to be tested.
- The thesis relates to an existing body of theoretical or empirical knowledge in the field.

Because the thesis is a published academic document to be bound and shelved in the Henry Madden Library and made available electronically through University Microfilms International, it must be reviewed at the university level (the thesis office in the Division of Graduate Studies) before clearance. Refer to the thesis office website for resource information. *For further thesis information and forms, see the Thesis Web page, [www.csufresno.edu/gradstudies/thesis](http://www.csufresno.edu/gradstudies/thesis).*

## **Student Assistantships**

A number of student assistantships are available to graduate students who are enrolled in the master's degree program and whose previous records show outstanding achievement in academic work, outstanding subject matter competence in their major fields, and the special qualities necessary to fulfill the assigned duties.

Eligibility for assistantship appointment requires possession of a baccalaureate degree and admission to the master's degree program by which they have been nominated. The assistantship will continue for two semesters. Students may seek additional funding by working with faculty who have grants or special projects. All students retain the opportunity to seek funding for conference presentations as long as they are in good academic standing and funds are available.

## **DESCRIPTION OF CRIMINOLOGY GRADUATE COURSES**

### **Core Courses**

*CRIM 200. Research Methods in Criminology (3)*

Prerequisite: CRIM 170. Methods and techniques of research in criminology; research designs and models; preparation and critique of a research paper.

*CRIM 201. Advanced Criminological Theory (3)*

Prerequisite: CRIM 100. A historical approach to the study of criminological theory. Special treatment of the theoretical underpinnings of contemporary theoretical thought. Detailed analysis of major 18th, 19th, and early 21st century criminological thought.

*CRIM 202. Law and the Criminal Justice System (3)*

Prerequisite: CRIM 117. The nature and philosophy of law; the common law tradition and our judicial system; the role of legislation and rules of statutory interpretation; Constitutional Law concepts and their applications in the Criminal Justice System and our society.

*CRIM 203. Criminal Justice Systems (3)*

Prerequisite: CRIM 102. A comprehensive assessment of the historical evolution of the criminal justice system, including current status and future growth, theory and rationale for the various systems, and common practices relating to each system.

*CRIM 204. Quantitative Methods and Analysis (3)*

Prerequisite: CRIM 170. Methods for analysis of multivariate data, including multiple regression, logistic regression, and factor analysis. Computer statistical packages, applications, and analysis of data.

### **Electives**

*CRIM 295. Controversial Issues in Crime, Criminology, and Law*

An apogean experience involving the integration of graduate-level scholarly knowledge related to the study of criminology.

*CRIM 270T. Special Topics (3)*

Topics include those areas of advanced theoretical and empirical studies that will orient the student to contemporary Criminological issues and challenges.

## **Culminating Experience**

### *CRIM 298. Project (3)*

Prerequisites: CRIM 200, 201, 202, and 203. See *Criteria for Thesis and Project*.

Preparation and completion of a project demonstrating a significant undertaking such as implementing a program, evaluating an ongoing program, developing pilot studies of innovative ideas or implementing organizational change in the field of criminology, and submission of a written abstract. Approved for *RP* grading.

### *CRIM 299. Thesis (3)*

Prerequisites: CRIM 200, 201, 202, and 203. See *Criteria for Thesis and Project*.

Preparation, completion, and submission of an acceptable thesis for the master's degree. This course is approved for *RP* grading.

## **SPECIALIZED CERTIFICATIONS**

Please note that all courses are not offered every semester and may require additional time and study. For further information students are directed to <http://www.csufresno.edu/catoffice/current/crimdgr.html#anchor3910197> .

### **Criminal Justice Counseling Specialist Certificate of Advanced Study**

This certificate requires additional undergraduate and graduate courses and is an interdisciplinary certificate.

Individuals who are fully classified and advanced to candidacy in (or graduates of ) the Master of Science in Criminology may elect to take courses leading to the Criminal Justice Counseling Specialist Certificate of Advanced Study. The certificate program is co-sponsored by the Department of Criminology and the Department of Counseling, Special Education, and Rehabilitation. It is designed to enhance professional skills for counseling service within the criminal justice system.

In addition to coursework required for the Master of Science in Criminology, students seeking the Criminal Justice Counseling Specialist Certificate of Advanced Study are required to take a total of 16 units in Counseling (in addition to prerequisite COUN 174/PSYCH 174 or equivalent), six of which may be used as electives in the Master of Science in Criminology.

The certificate courses are COUN 176, 200, 208, 232, and 239. The required certificate courses for the M.S. in Counseling, Marriage and Family Therapy option, and Rehabilitation Counseling option students include CRIM 153, 201, 203, and 281 with CRIM 100 as a prerequisite. (*Please note:* Counseling students must meet with a criminology adviser a semester prior to enrolling in CRIM 281.)

### **Victim Services Certificate**

The Department of Criminology and the School of Education and Human Development jointly offer the Victim Services Certificate. The purpose of this program is to provide appropriate educational experiences for matriculating students and practitioners. The certificate provides the opportunity for developing knowledge and skills necessary for individuals working with crime victims. Program Prerequisites: (1) completion of 60 units of undergraduate coursework, and (2) completion of one general course in psychology, sociology, anthropology, health science, or child and family studies.

Program Requirements. A minimum of 12 units is required; three units must be taken in each of the four areas:

1. Victimology ..... 3  
CRIM 175
2. Victim Issues ..... 3  
CRIM 140; WS 108, 109, 116;  
EHD 107
3. Victim Services ..... 3  
CRIM 176; SWRK 128; EDH 108
4. Legal/Social Policy ..... 3  
CRIM 177; CRIM/WS 126; EDH 109

In addition, 3 units field experience (CRIM 182) is available. For additional information or advising, contact the Department of Criminology.

*Note:* All courses in the Victim Services Certificate Program must be taken for letter grade only. The entire certificate is offered online once a year in the summer through Continuing and Global Education.

### **Certificate in Alcohol and Drug Studies**

Through a certificate in alcohol and drug studies a student may gain perspective into the lives of those affected by drugs and alcohol, as well as understand the basic principles and implications of addiction. *(A total of 12 credits are required in attaining this certificate)*

#### *Required Courses*

1. Health Science 110 – Drug, Society, and Health (3 units)
2. Health Science 111 – Alcohol and Alcoholism (3 units)
3. Social Work – Treatment of Chemical Dependency (fall semester, 3 units)

#### *Elective Courses*

1. Criminology 141\* - Alcohol, Drugs, and Criminality (3 units)
2. Criminology 190 – Independent Study (1-3 units)
3. Health Science 190 – Independent Study (1-3 units)
4. Social Work 190 – Independent Study (1-3 units)
5. Women’s Studies 115 – Women, Children, and Alcohol (1 unit)
6. Women’s Studies 150T – Women and Alcohol (1 unit)
7. Women’s Studies 190 – Independent Study (1-3 units)

### **Certificate in Legal Studies**

*Three Units of the following from the Department of Political Science:*

1. PLSI 170: Constitutional Law, The Federal Structure
2. PLSI 171: Constitutional Law, Civil Liberties and Civil Rights



*Three Units of the following from the Department of Political Science:*

1. PLSI 154: Congressional Politics
2. PLSI 160: State and Local Government
3. PLSI 170 or 171, whichever course is not taken in section one
4. PLSI 174: Politics and the Court
5. PLSI 179T: Seminar in Public Law

*Six Units of the following from the Department of Criminology:*

1. CRIM 117: Criminal Legal Process
2. CRIM 127: Advanced Criminal Legal
3. CRIM 119: Legal Aspects of Corrections
4. CRIM 177: Legal Policy in Victims Services
5. CRIM/WS 126: Women and Violence: Public Policy and the Law

## **STAGES OF PROGRESSION THROUGH THE GRADUATE CRIMINOLOGY PROGRAM**

### **Admissions**

A student must first be admitted to CSUF in order to attain *graduate standing* with the university. *Graduate Standing* is a prerequisite to being admitted into the Department of Criminology Graduate Program. (See section one for detailed program admission requirements)

### **Conditionally Classified Standing**

If a student has not achieved *classified graduate standing* they are considered “*conditionally classified*,” which means that full admission is achieved once all admission requirements, including prerequisite courses are satisfactorily completed. Examples of such conditions include the completion of a prerequisite course or various department exams, submission of official transcripts, submission of a writing sample, or a personal interview.

The department believes a student may be admitted with additional preparation and/or requirements under a “conditional status.” Students under this status must earn an A in the first semester of their graduate work in the two core courses of CRIM 200 and CRIM 201 and pass the writing skills requirement.

If you are admitted as *conditionally classified*, it is your responsibility to:

- Contact the Criminology Graduate Coordinator to discuss any conditions to your full admission, then plan your program of study;
- Satisfy the noted conditions;
- Have the department submit verification that you have met all conditions to the Division of Graduate Studies for approval as a student in classified graduate standing.

### **Classified Graduate Standing (full admission)**

It may be that your program has recommended your admission with *classified graduate standing* before you even begin your graduate studies. This means that you have been admitted to the university and have fulfilled all of the program’s requirements for admission. If this is the case, your next big step is to meet with your graduate degree program adviser concerning your *advancement to candidacy*.

Ideally, you will achieve *classified graduate standing* within your first semester of your master’s degree program, but this could be dependent upon other factors, such as the number of prerequisite courses you must take, for example. The published policy states

that you must achieve *classified graduate standing* by the semester in which you complete 10 units to be used toward your master's degree.

### **Advancement to Candidacy**

Soon after you attain *classified graduate standing*, you should plan to achieve *advancement to candidacy*. This is a critical step in your master's degree process as it establishes an official list of coursework to be used to complete your degree. The program of study will be reviewed and approved by both the Criminology program and the graduate dean. Once you have been advanced to candidacy, you have official permission to proceed toward qualifying for your master's degree.

To be eligible to apply for *advancement to candidacy*, you must have:

- Achieved classified graduate standing;
- Completed at least 9 units at Fresno State toward the Master's program in Criminology and be in good standing;
- A minimum grade point average of 3.0 in all coursework on your advancement to candidacy petition;
- Fulfilled the graduate writing skills requirement for the Criminology program;
- Passed the departmental qualifying exam or GRE Subject Test, if required by the program;
- Completed the foreign language requirement, if required by the program;
- Met any other program requirements.

### *Procedure*

- Schedule a time to meet with your program adviser and complete the "Petition of Advancement to Candidacy." (Petitions specific to your master's degree program can be downloaded and printed from the DGS website. See graduate studies forms)
- Once the petition has been filled out, it must be signed by your graduate program adviser and/or graduate coordinator. Additionally, you may need to secure the signature of the department chair and college/school dean, if required by the program.
- Return the advancement to candidacy petition to the Division of Graduate Studies for final approval.

The Division of Graduate Studies recommends that you achieve *advancement to candidacy* as soon as possible after you earn classified graduate standing. Advancement must be achieved no later than one semester prior to the term in which you wish to register for the culminating experience and/or apply for your master's degree to be granted. Approximate deadlines are October 1 (for spring graduation) or March 1 (for summer or fall graduation). *Note:* The Criminology Department may have an earlier deadline.

## **Time to Degree**

A time limit of five years from the earliest course listed on your approved “Petition of Advancement to Candidacy” form is allowed for completion of the master’s degree. This five-year time limit is imposed to ensure that knowledge of your subject matter is current. If you exceed the five-year time limit, a limited number of outdated courses (older than five years) may be validated.

## **Awarding of the Master’s Degree**

When you are eligible to graduate and during your final semester, you must apply for your degree to be granted.

### *Eligibility*

- Approved “Petition of Advancement of Candidacy” on file in the Division of Graduate Studies,
- Maintain a minimum grade point average of 3.0 on program coursework,
- Permission from the graduate coordinator to apply for graduation (you get this permission by securing the graduate coordinator’s signature on your “Master’s Degree Application”)

### *Procedure*

- First, file the “Master’s Degree Application,” available in the Division of Graduate Studies or on the DGS website ([www.csufresno.edu/gradstudies](http://www.csufresno.edu/gradstudies)) during the **first two weeks** of each semester. Check the DGS web site for the exact dates for each application filing period. Additionally, you must pay a non-refundable graduation application fee to the Cashier’s Window in the Joyal Administration Building. Remember, this application must have your graduate coordinator’s/director’s signature.
- Meet with your graduate coordinator/director to determine how your final master’s degree requirements (i.e. clearance of any incomplete coursework, appropriate paper work) are to be met.
- Finally, submit the “Master’s Degree Clearance” form to the Division of Graduate Studies by the published deadline (the last day of the semester).

## ACADEMIC PROCEDURES AND POLICIES

### *Incompletes*

You must complete all courses prior to the final day of the semester when you expect to graduate; “I’s” (Incomplete Authorized), “RP’s” (Report in Progress), and “RD’s” (Report Delayed) are types of incomplete grades.

### *Academic Probation*

Students enrolled in a master’s degree program may be placed on academic probation for the following reasons:

- Failure to maintain the minimum GPA of 3.0 required by the California State Education Code, Title 5;
- Repeated failure to make progress toward the master’s degree; or
- Failure to comply with an academic requirement or regulation that is routine for all students or for a defined group of students.

### *Academic Disqualification*

Students enrolled in a master’s degree program are required to maintain a minimum of 3.0 post baccalaureate cumulative GPA prior to advancement to candidacy. Once students have advanced to candidacy, they must maintain a minimum 3.0 program GPA, which includes only coursework listed on the Petition for Advancement to Candidacy.

Students who do not meet the above criteria will be placed on Administrative Academic Probation. Effective Fall 2007, students who are on AAP will be disqualified if they do not raise their respective GPA to 3.0 by the completion of the second regular semester following the semester that their GPA fell below the 3.0 minimum. In addition, students will be disqualified if their semester GPA falls below 3.0 in any two terms.

### *Appeals/Petitions*

#### A. Academic Overload

The maximum allowable overload is 16 units for full-time master’s degree students, when one or more courses in the 200 series are included. Requests for exceptions to this policy must be addressed to the Graduate Division on a *Graduate Student Petition for Academic Overload* (available from the Division of Graduate Studies, your graduate coordinator/director, or the DGS website under “Forms” Enrollment/Registration) during the first two weeks of the semester. Students employed full time may take a maximum of 6 units. The *Class Schedule* defines the maximum allowable units during the summer semester.

## B. Planned Educational Leave Request

A planned educational leave of absence is defined as a planned interruption or pause in your regular education during which you temporarily cease formal studies at California State University, Fresno, while pursuing other activities that may assist you in clarifying your educational goals, or due to a verified medical condition. The intent of the policy is to make it possible for you to suspend your academic work and later resume studies with a minimum of procedural difficulty. If approved for a planned leave, you will be considered a continuing California State University, Fresno student.

Planned educational leaves may be granted for a variety of reasons or projects, but at least one of the characteristics below must be contained in any request for a leave.

1. You must have a definite objective, which in the judgment of the appropriate university official contributes to your educational goals and objectives.
2. You must have a verified medical condition that warrants absence from the university. Medical documentation must be submitted with request.
3. The request must be for a specific period of time that does not exceed four consecutive semesters.
4. You must plan to return to California State University, Fresno at the conclusion of your leave.

Consult the “Academic Regulations” section of the *General Catalog* for regulations applicable to planned educational leaves. Students wishing to apply for a planned educational leave should obtain a request form from the Registrar’s Office, Joyal 106, or the Division of Graduate Studies, Thomas 132, and submit this form for approval. Planned educational leaves of absence do not change the existing five-year time limit for completion of the degree.

Department of Criminology  
California State University, Fresno  
Graduate Appeal Process

The following appeal policy relates to students who are matriculated into the Criminology Graduate Program at California State University, Fresno. Graduate students who wish to appeal any issue related to their status in the Criminology Graduate Program shall follow the appeal process outlined in this policy. An appeal must be entered within one month of the act that forms the basis for the appeal. Compelling reasons may be considered to change any of the following with the permission of the Department Chair, the student, and the *ad hoc* Appeals Committee members if convened. Any appeal filed near academic breaks will be addressed according to the availability of faculty.

The student shall engage in the following tasks to initiate and complete the appeal process.

1. Notify the Chair of Criminology in writing of their intent to appeal which shall include a full explanation for the basis of their appeal. The initial document shall include the desired outcome of the appeal, and, if appropriate, steps to address the issue at hand.
2. Develop a concise and articulated two page statement outlining the basis for the appeal. During this process the student should gather all supporting documents that may be required within the process for review. The student should be prepared to leave said documents with the *ad hoc* Appeals Committee for review.
3. Meet all deadlines as noted in this process. Any missed deadline shall nullify the appeal process.
4. Meet with the *ad hoc* Appeals Committee at a time requested and agreed upon by the student and the committee. Failing to appear for the meeting shall nullify the appeal process.
5. Provide additional documentation as requested by the committee within two working days. Failure to comply within a timely manner shall nullify the process.

The Criminology Department at California State University, Fresno shall complete the following tasks.

1. The Department Chair shall appoint an *ad hoc* Appeals Committee upon receipt of the written student's statement of appeal within ten working days of receiving the document.
2. The *ad hoc* Appeals Committee will be given a name, a file will be opened, and members of the committee will be appointed. The Chair of the Department shall appoint three faculty members who represent diverse academic postings, interests, and experiences to the committee. At no time will a faculty member

- be appointed to the committee who is named in the appeal. Each committee member will have one vote and the outcome of the appeal will be determined by a simple majority. The *ad hoc* Appeals Committee and the student must set up a meeting within ten working days after the Department Chair appoints the *ad hoc* Appeals Committee and informs the student of said formation.
3. The *ad hoc* Appeals Committee shall have five working days to read the student's appeal document.
  4. The *ad hoc* Appeals Committee shall come to the appeal having read the student's statement and prepared to ask questions. Any member of the committee may ask questions as well as ask for supporting documents.
  5. The *ad hoc* Appeals Committee shall have five working days to determine a finding and inform the student of their findings in writing. A copy of the decision will be sent to the Graduate Dean, the Dean of the College of Social Sciences, and the faculty named in the appeal.
  6. All supporting documents and written communications from the *ad hoc* Appeals Committee shall be filed and remain active for two years. The file will be destroyed upon graduation of the student or the student's separation from the university.

If for any reason the student wishes to withdraw their appeal, they may do so. However, if the student should decide to resubmit their appeal, the entire process shall return to the beginning.



## **STUDENT CODE OF CONDUCT AND RESEARCH RESPONSIBILITY**

### *Code of Conduct*

#### **California Code of Regulations**

#### **TITLE 5 Education**

#### **Division 5. Board of Trustees of the California State Universities**

#### **Subchapter 4. Student Affairs**

#### **Article 2. Student Conduct**

#### § 41301. Standards for Student Conduct:

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community must choose behaviors that contribute toward this end. Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

#### A. Student Responsibilities

Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and contribute positively to student and university life.

#### B. Unacceptable Student Behaviors

The following behavior is subject to disciplinary sanctions:

1. Dishonesty, including:
  - Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
  - Furnishing false information to a University official, faculty member, or campus office.
  - Forgery, alteration, or misuse of a University document, key, or identification instrument.
  - Misrepresenting oneself to be an authorized agent of the University or one of its auxiliaries.
2. Unauthorized entry into, presence in, use of, or misuse of University property.
3. Willful, material and substantial disruption or obstruction of a University-related activity, or any on-campus activity.
4. Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community.
5. Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University related activity.

6. Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community.
7. Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.
8. Hazing, or conspiracy to haze, as defined in Education Code Sections 32050 and 32051: "Hazing" includes any method of initiation or pre-initiation into a student organization, or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term "hazing" does not include customary athletic events or other similar contests or competitions.

A group of students acting together may be considered a 'student organization' for purposes of this section whether or not they are officially recognized. Neither the express or implied consent of a victim of hazing, nor the lack of active participation while hazing is going on is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.

9. Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs.
10. Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University related activity.
11. Theft of property or services from the University community, or misappropriation of University resources.
12. Unauthorized destruction, or damage to University property or other property in the University community.
13. Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or at a University related activity.
14. Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.
15. Misuse of computer facilities or resources, including:
  - Unauthorized entry into a file, for any purpose.
  - Unauthorized transfer of a file.
  - Use of another's identification or password.
  - Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University Community.

- Use of computing facilities and resources to send obscene or intimidating and abusive messages.
  - Use of computing facilities and resources to interfere with normal University operations.
  - Use of computing facilities and resources in violation of copyright laws.
  - Violation of a campus computer use policy.
16. Violation of any published University policy, rule, regulation or presidential order.
  17. Failure to comply with directions of, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.
  18. Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations.
  19. Violation of the Student Conduct Procedures, including:
    - Falsification, distortion, or misrepresentation of information related to a student discipline matter.
    - Disruption or interference with the orderly progress of a student discipline proceeding.
    - Initiation of a student discipline proceeding in bad faith.
    - Attempting to discourage another from participating in the student discipline matter.
    - Attempting to influence the impartiality of any participant in a student discipline matter.
    - Verbal or physical harassment or intimidation of any participant in a student discipline matter.
    - Failure to comply with the sanction(s) imposed under a student discipline proceeding.
  20. Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

C. Procedures for enforcing this Code. The Chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the University imposes any sanction for a violation of the Student Conduct Code.

D. Application of this Code Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University is within the jurisdiction of this

Article regardless of whether it occurs on or off campus. Nothing in this Code may conflict with Education Code section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.

### **Student Research Responsibility**

The Institutional Review Board for the purpose of institutional review of research with human subjects was first formed in 1971 at California State University, Fresno. The policy promulgated at that time has been in force until the adoption of the present Policy and Procedures.

The purpose of the policy and procedures at California State University, Fresno is to protect the rights and health of human subjects used in research investigations while promoting free inquiry and research at this University, and to assure compliance with governmental regulations as specified by the Office for Human Research Protections (OHRP) — U.S. Department of Health & Human Services and the Committee for the Protection of Human Subjects (CPHS) of the Office of Statewide Health Planning and Development.

California State University, Fresno has obtained a Federal wide Assurance (FWA), an assurance of compliance approved by the OHRP. For further information on the policy and procedures for human subject research you may refer to the California State University, Fresno web site regarding human research at [http://www.csufresno.edu/humansubjects/policy\\_procedures/index.shtml](http://www.csufresno.edu/humansubjects/policy_procedures/index.shtml).

## **Professional Regional and International Criminology and Criminal Justice Organizations**

Several Criminal Justice, Criminology, and Victimology organizations provide students with an opportunity to join the organization at a reduced annual membership fee. Students are highly encouraged to discuss these opportunities with their professors, advisers, or the Program Coordinator. Additionally, these organizations offer students numerous opportunities to attend conferences, present papers, participate in round table discussions, network with academic and professional experts, and learn about scholarships and advanced studies. Travel may be paid by some organizations, interest groups, or programs of study.

American Society of Criminology (ASC) <http://www.asc41.com/>

The American Society of Criminology is an international organization whose members pursue scholarly, scientific, and professional knowledge concerning the measurement, etiology, consequences, prevention, control, and treatment of crime and delinquency.

Academy of Criminal Justice Sciences (ACJS) <http://www.acjs.org/>

The Academy of Criminal Justice Sciences (ACJS) is an international association established in 1963 to foster professional and scholarly activities in the field of criminal justice. ACJS promotes criminal justice education, research, and policy analysis within the discipline of criminal justice for both educators and practitioners.

Providing a forum for disseminating ideas related to issues in research, policy, education, and practice within the field, ACJS attributes its success in creating this dynamic professional association to the composition of its membership. As change expands the existing boundaries of the criminal justice field, ACJS is comprised of members from a variety of diversified backgrounds including:

- Scholars who are international in scope and multidisciplinary in orientation,
- Professionals from all sectors of the criminal justice system, and
- Students seeking to explore the criminal justice field as future scholars or practitioners.

Through the vital interchange of ideas among these groups, ACJS members develop and share knowledge about critical issues regarding crime and criminal and social justice. ACJS is comprised of an amalgam of scholars (international in scope and multidisciplinary in orientation), professionals (from all segments of the justice system), and students. Our success in creating this dynamic

professional association is due to the variety of interest represented in its membership.

American Corrections Association (ACA) <http://www.aca.org/>

The American Correctional Association is the oldest and largest international correctional association in the world. ACA serves all disciplines within the corrections profession and is dedicated to excellence in every aspect of the field. From professional development and certification standards and accreditation, from networking and consulting to research and publications, and from conferences and exhibits to technology and testing—ACA is your resource and the world-wide authority in corrections.

The American Society of Victimology (ASV) <http://www.american-society-victimology.us/>

The American Society of Victimology advances the discipline of Victimology by promoting evidence based practice and by providing leadership in research and education.

The Western Society of Criminology (WSC) <http://westerncriminology.org//index.html>

WSC is a regional professional society devoted to the scientific study of crime. The society attracts scholars, students, government officials, and practitioners from both the public and private sectors from around the world.

## **FINANCIAL ASSISTANCE**

### Tuition and Registration Fees

Tuition and registration fees are listed in the current *Class Schedule*, available online at [www.csufresno.edu](http://www.csufresno.edu) (under Quick Links), for each semester, for both domestic and international students.

Fees are subject to change. You may check your Student Center to see if you have an outstanding balance. If your fees are not paid by the deadline, you will be disenrolled from your classes.

### Financial Assistance

The Division of Graduate Studies (DGS) offers a comprehensive guide to financing your graduate education. This electronic publication, *Financial Assistance for the Graduate Student*, is available through the DGS web site under “e-PUBS” and describes various types of financial support available to graduate students at California State University, Fresno. There are a number of assistantships, fellowships, grants, loans, and employment options that are open to qualified students each year. This publication also contains links to financial aid resource directories and funding agencies targeting the graduate student.

This publication is an important resource and should be your first step in considering ways to finance your graduate education.

### Financial Advising Tips

- Save time and expense by downloading –and in some cases, filing electronically—federal application forms like the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Be aware of the FAFSA deadline, which typically falls around March 1<sup>st</sup> for the following year; check the university calendar for current academic year deadlines.
- Check the DGS web site and the Criminology Department bulletin board/web page announcements for possible financial assistance.
- Apply early and fill out forms completely.
- Request any faculty letters of reference well before the application deadline, and provide all necessary background information.
- Read carefully and follow the hints listed in the *Financial Assistance for the Graduate Student* handbook.

- And remember...if your receipt of financial aid (loans, etc.) hinges on whether you are a full-time student (versus a part-time student), full-time status for graduate students is equivalent to 8 units of **200 level courses** or 12 equivalent units from **combined 200 and 100 level courses**.

### GRADUATE STUDIES FORMS

The Division of Graduate Studies web site will be your main source of information as you continue the process of obtaining your master's degree at California State University, Fresno. In order to complete this process there are deadlines for submitting various forms in order to continue in the Criminology program.

All forms referred to in this handbook may be found on the DGS website. Also, refer to this site for information on form submission deadlines.

<http://www.csufresno.edu/gradstudies/forms/forms.shtml#anchoratc>

### RESOURCES

- Division of Graduate Studies, CSUF This site will have all forms that your will require to be in compliance with deadlines for graduation.  
<http://www.csufresno.edu/gradstudies/>
- Henry Madden Library  
<http://www.csufresno.edu/library/>
- American Society of Criminology  
<http://www.asc41.com/>
- American Society of Victimology  
<http://www.american-society-victimology.us/>
- Department of Criminology, CSUF  
[http://www.csufresno.edu/criminology/degrees\\_programs/masters.shtml](http://www.csufresno.edu/criminology/degrees_programs/masters.shtml)  
↓
- Financial Aid  
<http://www.csufresno.edu/gradstudies/financial/index.shtml>  
  
<http://www.csufresno.edu/studentaffairs/programs/financialaid/>



- Career Services  
<http://www.csufresno.edu/careers/>
- MyFresnoState  
[https://my.csufresno.edu/psp/mfs/CSU/FRESNO/h/?tab=PAPP\\_GUEST](https://my.csufresno.edu/psp/mfs/CSU/FRESNO/h/?tab=PAPP_GUEST)
- National Organization for Victim Assistance  
<http://www.trynova.org/>
- Justice Research and Statistics Association  
<http://www.jrsainfo.org/>
- National Criminal Justice Reference Service  
<http://www.ncjrs.gov/>
- Job Opportunities for Criminology and Victimology Students  
<http://www.csufresno.edu/criminology/documents/jobopportunitiesvictimology.pdf>

### **CRIMINOLOGY FACULTY**

**Dr. Keith Clement**                      [kclement@csufresno.edu](mailto:kclement@csufresno.edu)

**Dr. Toni DuPont-Morales**            [tdupontmorales@csufresno.edu](mailto:tdupontmorales@csufresno.edu)

Research Interests:

- Victimology
- Policy and Law
- Women and Violence

Mentoring:

- Available to mentoring graduate students on topics listed above
- Available to working with students on conference presentations

**Dr. Peter English**                      [penglish@csufresno.edu](mailto:penglish@csufresno.edu)

**Dr. Emma Hughes**                    [emhughes@csufresno.edu](mailto:emhughes@csufresno.edu)

**Dr. Jerome Jackson**                 [jeromej@csufresno.edu](mailto:jeromej@csufresno.edu)

**Dr. Jason Kissner:** [mkissner@csufresno.edu](mailto:mkissner@csufresno.edu)

Research Interests:

- Quantitative Research Methodology
- Self-Control Theory
- Gangs
- Deterrence
- Criminal Careers

Mentoring:

- Available to mentoring graduate students on above topics and on their area of interest

**Dr. Ruth Masters** [ruthm@csufresno.edu](mailto:ruthm@csufresno.edu)

Research Interests:

- Corrections
- Counseling Offenders
- Criminological Theory
- Institutional Corrections
- Community Corrections
- Addiction

Mentoring (after rotation out of the Chair position):

- Available to mentoring graduate students on topics listed above
- Available to mentoring graduate students on their area of interest

Mentoring:

- Available to mentoring graduate students on topics listed above or related forensic scientific topics

**Dr. Bernadette Muscat** [bmuscat@csufresno.edu](mailto:bmuscat@csufresno.edu)

Research Interests:

- Victimology
- Family Violence
- Restorative Justice
- Re-entry Programs
- Campus Crimes

Mentoring:

- Available to mentoring graduate students on topics listed above

**Dr. Kenneth Ryan** [kjryan@csufresno.edu](mailto:kjryan@csufresno.edu)

- Intelligence Theory
- Principles of Police Management
- Game Theory
- Com Politics

Available to mentor graduate students on:

- Intelligence
- Local, State and Federal law enforcement

**Dr. Otto Schweizer**                      [haralds@csufresno.edu](mailto:haralds@csufresno.edu)

**Dr. Candice Skrapec**                      [candices@csufresno.edu](mailto:candices@csufresno.edu)

**Prof. Mark Stevens**                      [mstevens@csufresno.edu](mailto:mstevens@csufresno.edu)

Research Interests:

- Military Law
- Tribunal Appellate Procedures
- Education through Mock Trials (DUI, Date Rape, Drug Court)

Mentoring:

- Available to mentoring graduate students on topics listed above
- Available to mentoring graduate students on their area of interest

**Dr. Yoshiko Takahashi**                      [ytakahashi@csufresno.edu](mailto:ytakahashi@csufresno.edu)

Research Interests:

- Empirical Studies of Crime or Victimization
- Program Evaluation Studies
- Quantitative Data Analysis

Mentoring:

- Available to mentoring graduate students on topics listed above
- Available to mentoring graduate students on their area of interest
- Available to assist with quantitative data analysis or spatial analysis using SPSS and GIS

**Prof. Arthur Wint**                              [arthurw@csufresno.edu](mailto:arthurw@csufresno.edu)

## **FREQUENTLY ASKED QUESTIONS: FAQs**

### **How do I reference my research and where do I go for help?**

The style manual that is recommended is the *Publication Manual of the American Psychological Association* (Most recent edition). It may be purchased at the bookstore, ordered on-line, or found at any of the chain bookstores in town. The library will also be able to assist you and it is highly recommended that you seek their assistance rather than get charged with plagiarism.

You may also wish to consult a refereed journal article in your discipline as another guide. The guide can usually be found at the end of the journal with examples.

### **Can I have a graduate course I took at another school count for my degree?**

This depends on the course, the instructor, the school, and the rigor of the professor's expectations. Courses, if accepted, may be transferred in as electives.

### **Should I take graduate courses in other programs?**

Yes, as it adds to the breadth of your graduate education. All courses should be discussed prior to registration with your mentor and the graduate coordinator. Be sure to get the permission in writing and have it placed in your file.

### **I disagree with a grade and wish to appeal. What do I do?**

First, read the comments on your paper or on your exam very carefully. If it is a simple misunderstanding, approach the professor and ask for an appointment. Bring any supporting documents to the meeting if appropriate and be prepared to act professionally. If the resolution is not satisfactory, re-read the appeals process, follow the policy, and inform your mentor and the graduate coordinator. Most often, a resolution is reached without further issue.

Please do not approach the professor with hostility or insult them. Neither should you have to endure such behavior from the professor. Addressing this conflict in this environment is the first test of your future professionalism.

### **My work with my mentor or a professor is taking a toll on my grades. What do I do?**

This professor understands that your first priority must be your grades. Limit your time completing his/her tasks or terminate your work with him/her until your first priority is satisfied. We are in an academic environment. Do not over extend your time and you should be fine. If you have a graduate assistantship, consider decreasing your hours in consultation with the graduate coordinator.

*The following is taken from the Forensic Sciences Handbook and is applicable to Criminology students as well. If you have any concerns consult the agency you are interested in or speak to your mentor or the Graduate Coordinator.*

### **Will you pass a criminal background investigation?**

Nearly all employers require that candidates for forensic scientist and criminalist (and Criminal Justice System and other Behavior Related Careers) positions pass a rigorous criminal background investigation. Background investigations help establish whether a candidate has the personal integrity and honesty to be a credible expert witness in a court of law.

Background investigations present difficulties for many students interested in pursuing careers in forensic science. No matter how intelligent, experienced, or otherwise qualified you may be, you will find your ability to obtain work in this field to be seriously impeded if you cannot pass a background investigation. While the details and criteria for background investigations vary from agency to agency, the following general areas are of common concern to many agencies:

1. **Criminal History** – Engaging in any behavior that constitutes a felony or many misdemeanors is likely to disqualify you. It does not matter if you were convicted or even charged with the crime for it to be a problem.
2. **Drug Use** – Any drug use or experimentation is likely to disqualify you for employment. Some, but not all, agencies make exceptions for a few (~3 or less) isolated uses (not sale or distribution) of marijuana in the past (more than ~5 years).
3. **Credit Record**– Your financial history is fair game as evidence of your honesty, integrity, and responsibility in dealing with contractual agreements. Though it is not necessarily a disqualifier today, bankruptcy has historically been a problem. In some agencies large credit card debt can also be a problem.
4. **Driving Record** – Nearly every agency will evaluate your driving record, not just for letting you drive their vehicles, but also as a way to evaluate your respect for and compliance with laws and regulations. Single citations may not disqualify a candidate, but repeated or severe citations are likely to.
5. **Past Work Performance** – Like most employers, forensic laboratories will be interested in your past work performance.
6. **Personal Associations** – Almost all agencies will look into or interview people you work with, neighbors, friends, family, and other personal associations to learn more about you and your character. In most cases you won't be penalized for having a relative who has any of the above problems, but close association and participation with questionable communities (e.g. gangs) is almost always a problem.

The most important thing is to be honest and forthright – investigators don't like surprises. Your candor in answering questions about these areas is critical, and is often checked with a polygraph examination. For instance, taking a few pencils home from work (theft) may not disqualify you, but lying about it or omitting it from questionnaires is likely to. If you have questions regarding your background investigation, ask your contact at the agency conducting the investigation.

Consider future background requirements seriously. Think carefully about your past before beginning your study, and take care to ensure that you avoid problem activities. Many agencies report losing between 20% and 50% of their qualified applicant pool in the criminal background investigation process.

If you have more questions about background investigations and qualifications for working as a forensic scientist, you may find the NIJ Forensic Education report (pages 7-10) helpful. You can also contact a forensic advisor or an employer in your area with your questions. Those in Criminology should seek assistance from the professional standards organization or the agency.

## **GUIDELINES AND POLICIES FOR GRADUATE AND POSTBACCALAUREATE STUDENT PETITIONS/ APPEALS**

### **OVERVIEW**

**The following document lays out the principles, policies, and procedures, and clarifies the jurisdictional accommodation of graduate and postbaccalaureate appeals and petitions.**

Petitions to waive campus regulations or procedures regarding acceptable standards of performance, such as requirements for timelines, curricula, program coursework, grading, or progress toward degree, may be made by graduate or postbaccalaureate students for justifiable and appropriate reasons. Similarly, students may wish to challenge decisions made by campus authorities, including decisions on matters of student conduct or interpretation of university-wide established policies and regulations. Individual cases shall be adjudicated according to the appropriate jurisdiction and sequence, in accordance with the following policy and procedural guidelines.

### **I. GOVERNING STANDARDS AND JURISDICTIONAL RESPONSIBILITIES**

In offering postbaccalaureate and graduate programs, California State University, Fresno is subject to the policies and regulations of the CSU Board of Trustees, the statutes of the California State Education Code appearing in Title 5, as well as the regulations and policies established through the University Graduate Committee. Supplemental policies and standards at the departmental or program level complete the governing requirements. Jurisdictional authority and standards governing graduate student petitions and appeals may be summarized as:

#### ***A. University Level***

Policies and regulations that apply to all university students and any appeals or decisions based on those policies are handled through established university-wide procedures.

Petitions and student appeals of university-wide policies and regulations will be subject to established campus guidelines for review levels and procedures, including review by university-wide committees with graduate representation as appropriate (e.g., the Student Academic Petitions Committee, or as provided through the procedures administered by the vice-president and dean of academic affairs; see Division of Student Affairs procedural guidelines).

#### ***B. Division of Graduate Studies Level***

Policies and regulations that apply to acceptable standards of performance for post baccalaureate and graduate students are handled through established

Division of Graduate Studies procedures. The dean of the Division of Graduate Studies is responsible for the interpretation, implementation, and review of such policies.

Petitions and student appeals related to waivers of requirements or deviations from established university graduate policies or procedures are subject to review levels and procedures as established by the University Graduate Committee of the Academic Senate (refer to attached document, Policies and Procedures for Graduate Student Petitions Committee).

### **C. Graduate Program/Department Level**

In addition, the graduate faculty group for each program is responsible for establishing program-specific scholastic, academic, ethical, and professional standards and/or requirements. Most programs will adopt and adhere to the ethical principles and professional practice guidelines of appropriate professional organizations. These standards are to be used to determine an individual student's graduate standing with regard to program admission and continuation. The standards also serve as the basis for faculty recommendations regarding both academic probation and program dismissal.

Each department or program shall compile in writing a list of the academic, ethical, and professional standards to be met and the procedures governing both the evaluation of student compliance with these standards and the process for appealing and reviewing appeals of decisions rendered based on these standards. The procedures shall afford a fair and expeditious review, and are to be approved by the college or school dean and the graduate dean. The resulting documents shall be on file in the form of departmental or graduate program guidelines in each departmental office, the office of the graduate program coordinator, and the Division of Graduate Studies office. Copies are to be made available to students, and the department shall make reasonable efforts to inform all students about these program regulations.

Petitions and student appeals arising from program or departmental policies and regulations are subject to procedures and review levels within the department or graduate program established as outlined in the preceding paragraphs and Section II, following.

## **II. GRADUATE STUDENTS' RIGHT TO APPEAL OR FILE A COMPLAINT -PRINCIPLES AND PROCEDURES**

The university encourages informal resolution of problems, and students are urged to discuss their concerns with the involved faculty member, the graduate program coordinator, department chair, dean of the college, or graduate dean. Informal resolution of problems by mutual consent of all parties is highly desired and is appropriate at any time. In cases where a formal resolution of problems is needed,



separate administrative procedures and timelines have been established that govern a formal appeals process (see Division of Student Affairs documentation).

Whether informal or formal, all participants shall take reasonable steps to protect the rights and, to the extent appropriate, the confidentiality of all parties involved in any proceedings to resolve problems. Additional details on appeals of academic decisions can be obtained from the Division of Graduate Studies office.

### ***A. Appealing Academic Decisions***

1. Graduate students have the right to appeal academic decisions that may have been made at different levels: instructor, program committee, department, college or school, or the university. Students should first go to the individual or unit responsible for the decision (e.g., disputed grades should first be taken to the faculty member who assigned the grade; graduate program requirements should be taken to the department; college or school requirements to the college or school; and university requirements to the Division of Graduate Studies).
2. An unfavorable ruling at one level may be appealed to the next successive level(s). A faculty decision can be appealed to the department's graduate program coordinator or the department chair; a department decision can be appealed to the college or school dean in which the graduate program is located; a college-level ruling can be appealed to the Division of Graduate Studies; a Division of Graduate Studies decision can be appealed to the provost and then to the President of the university.

### **B. Appeal of Other University Decisions**

If an appeal of an action or complaint arises from issues not identified above (e.g., sponsored research misconduct, employment issues, or patent and intellectual property claims), the graduate dean, the provost and vice president for academic affairs, and the university administrator involved shall determine the appropriate procedure(s) for processing a complaint or an appeal.

### **C. Appeal of Decisions Regarding Graduate Student Probation, Suspension, and Dismissal Process**

University students in the Division of Graduate Studies are considered to be members of an academic scholarly community committed to shared ethical and professional principles. Integrity, justice, honesty, respect and responsibility represent the basis for establishing the rights accorded to each member of this community. On rare occasions students may fail to meet these expectations. When the student's behavior does not conform to prevailing standards of conduct, the university may impose appropriate sanctions.

Student misconduct that includes instances of academic dishonesty and violations of the California State University Code Governing Student Conduct (Title 5) and university-wide policies established in accordance with state and federal statutes and requirements for compliance may lead to expulsion, suspension, or probation. Examples of failure to meet such expected codes include cheating or plagiarism, misrepresentation of one's self or work, inappropriate collaboration, abusive behavior or hazing, and forgery (for complete listing, see Title 5, Sections 41301 to 41204).

Further, a student who violates the academic, professional and ethical standards in the discipline for which the student is preparing may be subject to academic sanctions, including but not limited to grade reduction, failing grade, suspension, or dismissal from the graduate program, as well as additional sanctions as determined by university procedures. The following program and departmental regulations apply:

1. If a student is failing to meet departmental standards, the department shall first warn the student of this fact in writing. The notification shall specify in what way(s) the student is failing to meet the standards. When conditions such as probation or suspension are imposed, the department shall give at the time of its imposition a written explanation of this status, what is needed to correct deficiencies, and time limits for readmission or regaining graduate standing.
2. Program suspension or dismissal may follow failure to meet conditions of admission or probation; established written grade point or program requirements or other academic and professional program standards; or failure to meet a regularly scheduled examination or formal evaluation. The student has the right to appeal such decisions and to seek further departmental review, according to established departmental and/or program standards (see above, Section I C).
3. Appeals of probation, suspension, or dismissal decisions by faculty that involve judgment of performance normally will not be reviewed beyond the college or school level. If, however, the student feels there has been discrimination, unfairness, or procedural irregularity, the student may appeal to the college or school dean and then to the graduate dean. The student may pursue a grievance according to the Dispute Resolution Procedures established by the university (see Division of Student Affairs documentation).
4. Students who are suspended or dismissed from a graduate program may be eligible to retain their post baccalaureate standing in the university.

However, these students are not permitted to enroll in graduate coursework unless they are admitted to a new graduate degree program.

References: Title 5 California Code of Regulations  
Graduate Student Academic Petitions Committee Policies and Procedures (APM),  
Section 247

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Recommended by the Academic Senate April 2003

Approved by the President May 9, 2003

